



## BURSARIES FOR CONFERENCE INTERPRETING STUDENTS

The Directorate-General for Interpretation of the European Commission offers bursaries to students enrolled in master's/post-graduate courses in Conference Interpreting who must pay an enrolment fee.

**Deadline for applications: Thursday 26 September 2024 at 17.00 (Brussels time)<sup>1</sup>**

### 1. Eligibility criteria

You must fulfil **all of the five criteria below**:

1. You are a national of an EU Member State or of one of the candidate countries.<sup>2</sup>
2. You already have a university degree or equivalent qualification or are in the final year of a course leading to a university degree or equivalent qualification.
3. You have applied or intend to apply for a full master's/post-graduate course in Conference Interpreting offered for the year 2024-2025 by a recognised university or university-level institution. For courses that last more than one year, only final year students will be eligible.
4. You need to pay or have paid an enrolment fee for academic year 2024-2025 (which should be the final year of your master's/post-graduate course). The enrolment fee can be a tuition or an administrative fee.
5. Your passive languages and/or return language are in line with the preferential profiles published [here](#).<sup>3</sup>

You must also fulfil **one of the following two criteria**:

- a) You are registered with one of the following **active languages** in your course: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Irish, Italian, Latvian, Maltese, Portuguese, Slovak or Slovene.
- b) You are registered with one of the following **active languages** in your course, **with a return into English, French or German**: Hungarian, Lithuanian, Polish, Romanian, Spanish or Swedish.

Applicants who follow or intend to follow a master's/post-graduate course in Conference Interpreting at a university established in a country that is subject to EU restrictive measures, adopted under

---

<sup>1</sup> If the aptitude test of your master's/postgraduate in conference interpreting takes place after the submission deadline of 26 September 2024, you are not obliged to upload the 'university information form'. Please note however that **all other forms need to be completed and uploaded before the deadline**, if not, your request will not be taken into account. After the aptitude test (and if you pass), the university will send the university information form (duly completed, dated and signed) to SCIC BURSARIES, after which we will upload it onto your application file for you.

<sup>2</sup> Albania, Bosnia and Herzegovina, Georgia, Moldova, Montenegro, the Republic of North Macedonia, Serbia, Türkiye and Ukraine (status May 2024)

<sup>3</sup> If you have any **additional languages** which would bring your combination in line with 'the preferential profiles', these may also be taken into account if proof is provided that this language is at a sufficient level of proficiency to start interpretation practice, as tested (diploma or certificate) or confirmed by a qualified person/authority.

Article 29 of the Treaty on the European Union (TEU) or Article 215 of the Treaty on the Functioning of the EU (TFEU)<sup>4</sup> are not eligible.

## 2. How to apply for a bursary?

Personal information collected through this form is subject to a [privacy statement](#). By clicking on the link to the application form, your personal data will be processed as described.

**The deadline for submissions is Thursday 26 September 2024 at 17.00 (Brussels time).**

Please fill in the online application form for 2024-2025 (compulsory)<sup>5</sup> [here](#) and **upload ALL of the documents listed below:**

1. A copy of your valid passport or identity card (front and back). Please make sure that all the information on the document is legible.
2. A detailed CV, in **French, German or English**, listing all your qualifications. The use of the [‘Europass’ template](#) is highly recommended.
3. A short motivation letter (between 250 and 500 words), **written in the A language that you will be studying in the course.**
4. A scanned copy of the completed [university information form](#). **The language combination indicated in the university information form must be the one you will be using during the course. The amount for the tuition/administrative fee indicated in this form is final and cannot be updated after the deadline for applications.**
5. The financial identification form related to your [bank details](#), **duly signed and dated** (please carefully read the instructions given in the footnotes on the form).
6. The [legal entity](#) form, **duly signed and dated** (please carefully read the instructions given in the footnotes on the form).
7. A copy of your most recent university degree.

## 3. Selection and award procedure

1. Only eligible application files will be considered by the Bursaries Evaluation Committee. The Committee will submit a list of potential beneficiaries to the Authorising Officer for award decision. The award decision is final; however, questions can be sent to: [SCIC-Bursaries@ec.europa.eu](mailto:SCIC-Bursaries@ec.europa.eu)
2. In granting study bursaries, preference will be given to applicants offering [a language combination which is most suited to DG Interpretation’s current and foreseeable needs](#). The selection will be based on the applicant’s language combination and on the assessment of their potential.

---

<sup>4</sup> Please note that the EU Official Journal contains the official list of entities subject to restrictive measures and, in case of conflict, it prevails over the list of the EU Sanctions Map.

<sup>5</sup> Please note that the application form is only available in English and French.

3. All applicants will be informed of the outcome of the award by mid-December 2024 and short-listed applicants will receive a bursary offer. All communication will be sent by e-mail or through the application platform.
4. The **bursary** will amount to the equivalent of the **enrolment fee** (tuition and/or administrative fees) **for academic year 2024-2025**, up to a **maximum of EUR 3 000**, and will consist of **one single payment**. If the enrolment fee is not paid in euro, the bursary amount will be calculated applying the currency exchange rate provided by [InforEuro](#). The currency conversion rate published in October 2024 will be considered.

#### 4. Important information

1. A DG Interpretation bursary is intended as a contribution towards study expenses and will not necessarily cover all costs. It can be combined with additional funds provided by the university, by the Member State or by other public or private bodies.
2. DG Interpretation bursary holders may only benefit from this scheme once and may not benefit at the same time from other bursaries, allowances, salaries or revenues paid directly or indirectly by the European Union (including the Erasmus programme).
3. EU-accredited interpreters (ACI) and officials of an EU institution or body are not eligible to receive a bursary (including those on any type of leave).
4. Failing to attend the course on a regular basis, abandoning the course or dropping a language declared in the university information form as part of your language combination may make you liable to repay all or part of the bursary. Beneficiaries are required to inform DG Interpretation of any change in their language combination or if they abandon the course.
5. If the master's/post-graduate course has a duration of over one year, **only final year students will be eligible**.
6. Bursary beneficiaries commit themselves to applying for an inter-institutional accreditation test after completion of their master's/post-graduate course, and to sitting the test if invited to do so by the EU Institutions.

**The online SPIRIT application will be accessible until and no later than 26 September 2024 at 17.00 (Brussels time).**

DG Interpretation reserves the right to ask for additional proof related to any element of your application, e.g. copy of your university degree, proof of payment of enrolment fees (tuition and/or administrative fees, etc.), at any time, including after the award decision and for three years following the payment of the bursary.

In order to protect EU financial interests, the Commission may also carry out checks and audits to determine that the beneficiary is complying with the obligations under the Bursaries scheme. The European Anti-Fraud Office (OLAF) has the same rights as the Commission, particularly the right of access to documents, for the purpose of checks and investigations.

Under Council Regulation (Euratom, EC) No 2185/96<sup>6</sup> and Regulation (EU, Euratom) No 883/2013<sup>7</sup> OLAF may also carry out on-the-spot checks and inspections in accordance with the procedures laid down by Union law for the protection of the financial interests -of the Union against *fraud* and other *irregularities*. The European Court of Auditors and the European Public Prosecutor's Office established by Council Regulation (EU) 2017/1939 ('the EPPO') have the same rights as the Commission, particularly the right of access, for the purpose of checks, audits and investigations.

The beneficiary must provide any information, including information in electronic format, requested by the Commission or by any other outside body authorised by the Commission. Information and documents provided as part of checks or audits must be treated on a confidential basis.

Additional information on those checks and audits can be found in section 3 of the implementing decision of the bursaries programme.

The [DG Interpretation 2024 work programme](#) on financial support for training in conference interpreting and the [implementing decision](#) related to the study bursary programme may be consulted.

Questions and all correspondence relating to the bursaries scheme should be sent to this e-mail address: [SCIC-Bursaries@ec.europa.eu](mailto:SCIC-Bursaries@ec.europa.eu). Please indicate your full name in every e-mail.

### Working for DG Interpretation

If you want to work as an interpreter for DG Interpretation, you will be required to pass an **inter-institutional accreditation test**.

Please note that receipt of a bursary does not confer an automatic right to be invited to sit a test.

Further information about these tests can be found [here](#).

---

<sup>6</sup> Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities.

<sup>7</sup> Regulation (EU, Euratom) No 883/2013 of the European Parliament and of the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF).